



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Associate Accounting Analyst or Associate Governmental Program Analyst

Monthly Salary (AAA) \$4,619-\$5,616; (AGPA) \$4,400-\$5,348;

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-XXXX-XXX

Refer to Job ID# 09-ADM-008

Final Filing Date: May 04, 2010

The Managed Risk Medical Insurance Board (MRMIB) is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June, 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on the Job Opportunity bulletin.

General Statement of Duties:

Under general direction of the SSM I, the incumbent will be responsible for analyzing and full resolution of the administrative vendor contract payments. This on-going process requires contact with various state departments and outside entities with quality customer service and diligent problem resolution. Additionally, the incumbent works independently; however, is needed to work with others in the unit for support and backup of workload.

The incumbent analyzes, processes, and prepares invoice payments of contracts for the Board's programs; uses Microsoft applications to maintain fiscal reporting and tracking systems for administrative contract vendor of the Healthy Families Program (HFP), the Access for Infants and Mothers (AIM) Program, and any specialty programs arising out of the HFP; tracks the level of cash flow available to the administrative contract vendor for payment of medical claims, capitation payments, and administrative costs. The information created will provide for the auditing and performance evaluation of contractors.

Additionally, works with administration contract vendor to monitor, create payment, or resolve any related adjustments, refunds, reimbursement, or reissues related to the administration contract. Also tracks and adjusts any needed changes with SCO or DGS contracted services.

Acts as the Board's liaison with its contractors to assure accurate and timely reporting of financial information and to resolve audit protocol and contract monitoring issues.

Analyzes data, identifies trends, makes projections and draws sound conclusions as pertains to funding balances, encumbrances, and CALSTAR reporting.

Assures compliance regarding accounting and auditing requirements as related to payment of invoices and balances. Review policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to Board's financial management activities.

Other duties as required; such as back-up to the other staff for invoice processing and review.

SPECIAL REQUIREMENTS *(If applicable)*

- This position is required to file a Form 700 under the Board's Conflict of Interest code.

DESIRABLE QUALIFICATIONS *(These are skills or abilities specific to this position.)*

- General knowledge of invoice payable processes and encumbrance tracking.
- General knowledge of CALSTARS reports and DGS contracted services procedures.

OTHER EXPECTATIONS

- Ability to multi-task and meet tight deadlines
- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates the ability to work independently as well as a member of a team.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.

Who May Apply:

Individuals currently at the Associate Accounting Analyst level or who have list, transfer or reinstatement eligibility to this classification, may apply. For recruitment purposes, applications will also be accepted from individuals at the Associate Governmental Program Analyst level **with Accounting experience**. Only the most qualified candidates will be scheduled for an interview. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov). In Section 12 of the application enter **Job ID# 09-ADM-008 and Position # 443-300-XXXX-XXX and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Molly Sira – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: May 04, 2010.

If you have questions regarding this information, please contact Molly Sira at (916) 323-4138.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.